

## ELMS Known Issues

August 25, 2015

*These will be corrected in the future.*

### Access to ELMS for Health Professionals

Some staff with Health Professional, Mental Health Professional or Dietitian roles in ELMS, who also have another ELMS role, are unable to access parts of ELMS that they need. To fix this, do these steps:

1. Remove their Health Professional, Mental Health Professional or Dietitian role.
2. Then remove their ELMS access for all remaining roles.
3. Next, re-add their ELMS access for all appropriate roles.
4. Then, add back their Health Professional, Mental Health Professional or Dietitian role (which never has ELMS access)

### Bulk Enrollment Glitches

If Bulk Enrollment doesn't work, try it again. Make sure all children are eligible for the class you are enrolling in. If it still doesn't work, email [elms@del.wa.gov](mailto:elms@del.wa.gov) with the list of child IDs and the class, start date, and family support specialist.

Also Bulk Enrollment is displaying erroneous alerts about the number of children already in a class and the number of children who will be enrolled. Please ignore these messages.

### Priority Points Incorrect for some IEPs

If a child has an IEP for multiple categories of disability and it includes Speech/Language, ELMS is currently shorting them by two priority points.

### Supplemental Applications No Longer Needed

On the Class Info page of ELMS, for an Extended Day class, there is an erroneous message stating children will need a Supplemental Application to be eligible for this class. That was true in 2014-15 and is no longer true.

### User Roles – Glitch Inactive Locations

If an ELMS user was associated with a site or class that is now inactive, it can be difficult to assign them new roles or locations in ELMS. If this is a problem, email [elms@del.wa.gov](mailto:elms@del.wa.gov).

### Wrong Message when a Class is Full

You cannot enroll a child into a class that already has 20 children. However, ELMS is wrongly telling you that the class is out-of-ratio. Until this message is fixed, please know that you must exit an enrolled ECEAP child or reduce the number of non-ECEAP slots in the class before you can enroll again.

### For Assistance with ELMS, email [elms@del.wa.gov](mailto:elms@del.wa.gov).

- This is the only way to get in the queue for assistance.
- Send a description of your problem, what screen it happened on, and the steps you took just before it happened. Send child IDs or staff names if related.
- In some cases, it may be helpful to send a screen shot.

## RESOURCE LINKS:

- [ELMS Data Entry - Minimum Requirements](#)
- [Starting the new school year in ELMS](#)
- **Administrator**
  - [ELMS Administrators Manual](#)
- **Enrollment Training and Resources**
  - [Paper Child Applications](#). Look under "Enrollment"
  - [ELMS Eligibility And Enrollment Manual](#)
  - [ELMS Waiting List And Enrollment](#)
- **Monthly Report**
  - [Completing Your ECEAP Monthly Report in ELMS](#)